

## SUBPART E - TECHNICAL MANUSCRIPT PEER REVIEW

### 504.40 General.

Engineering technology is disseminated to employees through references developed and distributed on a national, regional and state levels. The national distributed materials are itemized in Part 545. These reference materials have had technical review, usually at several SCS organizational levels, prior to their issue. These materials are available to the general public for use and represent the agency's technical capability in a range of engineering technologies. Similarly, technical papers written by SCS employees and distributed and published for reference by others, represent the agency's best technical capability. When employees prepare papers there is a need to assist them project SCS in the best possible image. There is also a need to assure that the content of papers distributed have high technical credibility. To meet these objectives, a peer review of technical manuscripts is suggested.

### 504.41 Scope.

Manuscripts containing information on existing or proposed policy, criteria and procedures for engineering (this includes geology and landscape architecture) should receive a peer review for technical adequacy. The state conservation engineers, NTC heads of engineering staffs, and the Director, Engineering Division are responsible for the use of a peer review process by their respective staff to assure high quality technical manuscripts for presentations and publications.

### 504.42 Policy.

(a) Manuscripts prepared for distribution at a meeting, but not published in a bound book, proceeding, etc., should be peer reviewed as follows:

(i) Manuscripts prepared by employees in the state, should be peer reviewed by someone designated by the state conservation engineer. At his/her option, the state conservation engineer may request the peer review by a technical specialist in the respective NTC.

(ii) Manuscripts prepared by a state conservation engineer or an NTC technical specialist should be peer reviewed by a technical specialist at the NTC as designated by the head of NTC engineering staff.

(iii) Manuscripts prepared by NHQ staff specialists should be peer reviewed by a technical specialist designated by the Director of Engineering.

(b) Manuscripts prepared by an employee for publication in a bound book, proceedings, trade magazine, etc., should be peer reviewed as follows:

(i) A manuscript prepared by an employee in the state should be peer reviewed. The state conservation engineer should consider obtaining this peer review at the NTC.

**PART 504 - SPECIAL INVESTIGATIONS, STUDIES, AND REPORTS**

**504.42(b)(ii)**

(ii) A manuscript prepared by an NTC technical specialist should be peer reviewed by a counterpart technical specialist at the NHQ.

(iii) A manuscript prepared by an NHQ specialist should be peer reviewed by another staff specialist designated by the Director of Engineering.

(c) Employees are encouraged to have manuscripts reviewed for grammar and readability. Arrangements for this type of review should be made with an employee at their respective office location, i.e., state office, NTC office or NHQ.

(d) To facilitate technology transfer, a copy of each manuscript should be forwarded to the Director of Engineering. The Director of Engineering will in turn distribute those manuscripts that provide information on applied technology to all appropriate offices.